

Waiver Application Guidelines

The State Board of Education respects the value of teacher and student contact time. Waivers are exceptions from basic education program requirements in that they provide “exceptional opportunities” for districts and schools to be innovative in enhancing the educational program for all students while meeting the challenges of their school calendars.

RCW and WACs. The State Board of Education’s authority to grant waivers from the basic education program requirement is RCW 28A.305.140 and RCW 28A.655.180(1). The rules that govern requests for waivers are in WAC 180-18-030, WAC 180-18-040, and WAC 180-18-050.

Directions for Requesting Waivers:

1. Waiver requests must use the Waiver Application Form and must be submitted electronically to the State Board of Education at least thirty (30) days prior to the SBE meeting where consideration of the waiver will occur. Districts or schools are responsible for finding out when the State Board of Education meetings are held. The Board’s meeting schedule is posted on its website <http://www.sbe.wa.gov> or may be obtained by contacting the Board by calling 360.725.6025 or emailing to sbe@k12.wa.us.
2. The waiver request shall be in the form of a resolution adopted and signed by the district board of directors. The resolution shall identify the basic education requirements for which the waiver is requested and include information on how the waiver will support increasing student achievement. The resolution shall be accompanied by documentation that includes the following information:
 - a. The purpose and goals of the waiver and the baseline student achievement data motivating the purpose and goals.
 - b. How the district and/or schools will collect evidence that the goals were attained.
 - c. How the waiver directly supports the district and/or school improvement plans.
 - d. Evidence of how administrators, teachers, other staff, parents, students, and the community were involved in the development of the request for the waiver.
 - e. For 180-day waiver requests, assurance that the district will meet the annual average 1,000 hours of instructional hour offerings (RCW 28A.150.220 and WAC 180-16-215).
 - f. For 180-day waiver requests, whether waiver days will result in a school calendar with fewer half-days.

- g. Waiver requests may be for up to three school years. For requests of multiple years, provide information on how activities in the subsequent years are connected to those of the first year of the waiver.
- 3. A renewal request shall also be in the form of a resolution signed by the district board of directors. The supporting documents shall include the following additional information:
 - a. Whether your district or schools used the waiver as planned and reported in your prior request; if not, an explanation of why and how the waiver was used instead.
 - b. Student achievement data and other evidence as to whether the purpose and goals for the previous waiver were met.
 - c. Evidence of how parents and the community were kept informed on an on-going basis about the uses and impacts of the waiver.
- 4. At the end of each school year, a randomly selected number of districts/schools may be asked to do a presentation at a State Board of Education meeting. The presentation will include at least the following information:
 - a. A description of the activities that were implemented as a result of the waiver, including the purposes and goals of these activities.
 - b. An explanation of how the waiver activities directly supported your district and/or school improvement plans.
 - c. Provide evidence on how waiver-day activities impacted the district or school improvement plans. Were the plans reviewed and revised as a result of the waiver time? Did waiver-day activities enable the district to establish new strategic and building action plans for making changes that will significantly increase student learning?
 - d. Provide evidence of any positive impact on teaching quality and student learning.

Waiver Application Form

District or School Requesting the Waiver _____

Name of District/School Contact _____

Email of District/School Contact _____

Telephone Number _____

Requirements to be Waived _____

For 180-Day Waivers:

Number of Requested Waiver Days Per Year _____

School Years for which Waiver Requested _____

Please attach the signed Resolution requesting a waiver and all supporting documentation responding to items #2a-g and, in addition, for renewals #3a-c of the Waiver Application Guidelines. The supporting documentation should be sent electronically in text format (i.e., not Acrobat PDF) such as MS Word.

Use the checklist below to assure that your request package includes all of the necessary documents and information. Keep in mind that the information must be complete but “more is not necessarily better.”

- ☐ A completed Application Form.
- ☐ The Resolution signed by the Board of Directors.
- ☐ The supporting document that includes the following information:
 - ✓ The purpose and goals of the waiver.
 - ✓ Student achievement data and other information supporting the need for a waiver.
 - ✓ Description of the evidence to be collected to assess whether the goals of the waiver were met.
 - ✓ Brief explanation of how the waiver supports the goals of district and school improvement plans.
 - ✓ Description of how administrators, teachers, other school and district staff, parents, students, and community members were actively involved in the development and support of the waiver request.
 - ✓ For a 180-day waiver request:
 - A statement that the district will meet the annual average 1,000 instructional hour requirement.
 - Evidence that waiver days allow for a school calendar less reliant on half days or early release/late start days; e.g., include the school calendar.

- ✓ For waiver requests of more than one year, an explanation of the relationship of the waiver day activities across all years.

For renewals, the following information should also have been provided:

- ✓ Statement of the purpose and goals of the prior waiver.
- ✓ Brief description of the prior waiver day activities.
- ✓ Summary evidence—student achievement and other data—as indicators of whether the purpose and goals of the waiver were met.
- ✓ Brief description of how parents and the community were kept informed about the waiver days and the impacts on student learning.